

# Practical Time Management

## Work-Based Learning Summer Conference



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# Practical Time Management Introduction

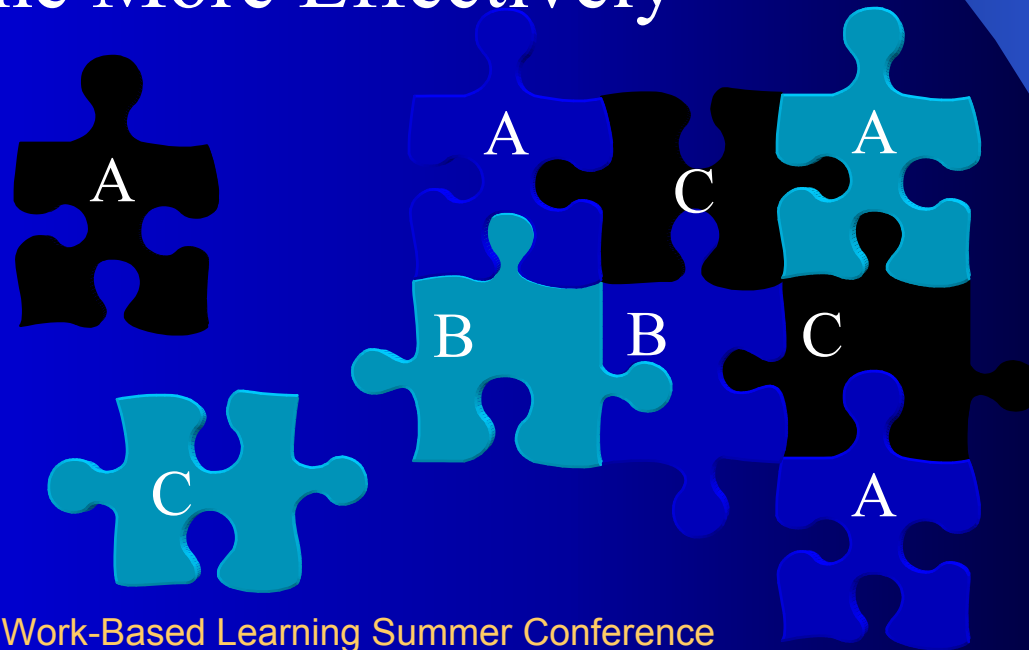
- Identify Critical Skills
- Discuss Challenges
- Apply Skills in Today's Practice Session



# Benefits

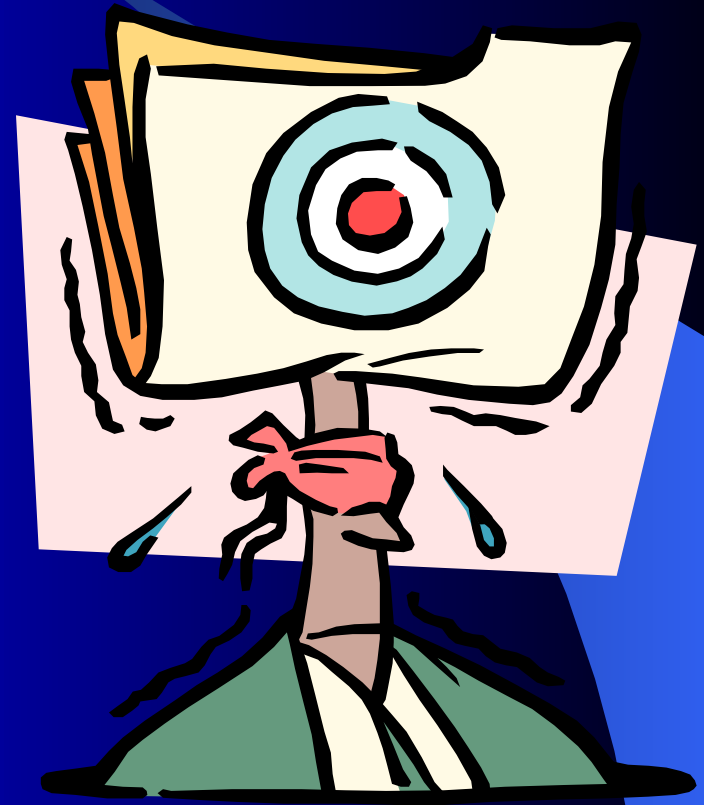
## Practical Time Management

- Helps Avoid the **Busy Trap**
- Helps Ensure that What **Must Get Done** Gets Done More Effectively



# Avoiding the Busy Trap

- Being Busy is NOT (Necessarily) Being Productive
- Doing Easy “b” Tasks While Avoiding “A” Tasks Can Result in Urgent Demands and Stress



# Practical Time Management

- The Goal is to Help You Improve Your Quality of Life on the Job
- Avoiding →



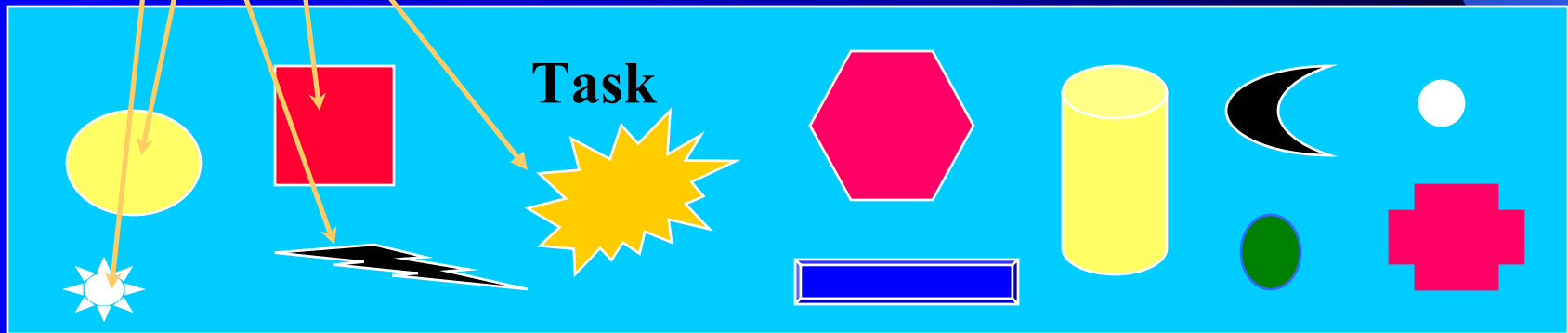
# Content Overview

- Understanding Job Priorities
- Using Two-Way Communication
- Prioritizing Tasks
- Using a Tracking System
- Understanding Urgency
- Addressing Excuses
- Achieving Success



# Vocabulary

- Prioritizing – Identifying an Order of Importance and a Timeframe in which a Task must be Done
- Task – Piece of Work
- Component – Smaller Piece of Work that must be done for a Task to be Completed



# Understanding Job Priorities

- Review Job Description
- Identify Goals and Responsibilities
- Clarify Job Priorities with Your Boss
  - Agree on WHAT Success Looks Like
  - Determine What it Takes to Be Successful
    - If this and this and this happens.....will I have done a good job?





# Using Two-Way Communication

- Prepare for your Meeting with Your Boss
- Write Down Your Questions and Comments
- Be on Time to the Meeting
- Discuss Your Job Priorities
- Ask for Feedback
- Listen and Share
- Agree on Goals and Objectives



# Prioritizing Tasks

- Knowing which Tasks are More Important than Others
- Assigning Priority to Each Task

Big A's	Little a's
Big B's	Little b's



# Prioritizing Tasks

## Importance and Time

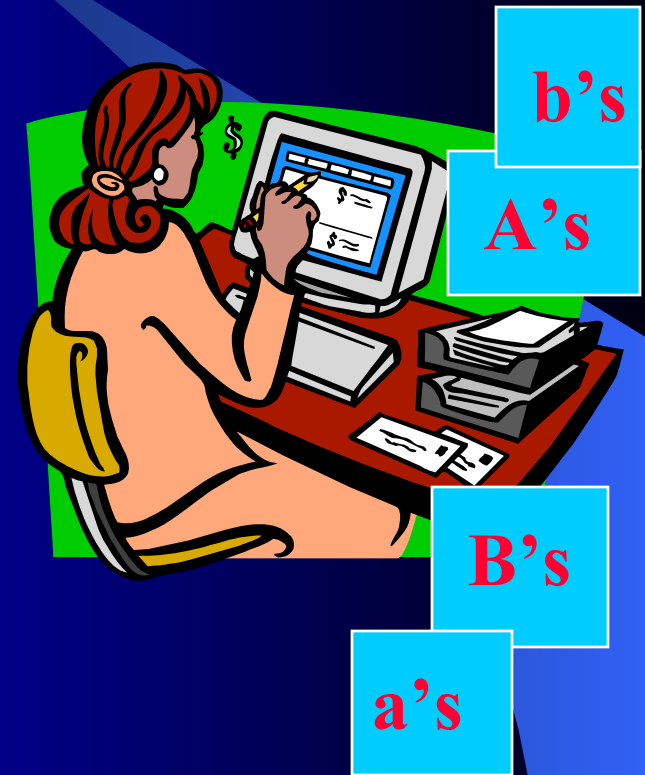
<b>Big A's</b> <ul style="list-style-type: none"><li>● Highly Important</li><li>● Longer Time</li></ul>	<b>Little a's</b> <ul style="list-style-type: none"><li>● Highly Important</li><li>● Lesser Time</li></ul>
<b>Big B's</b> <ul style="list-style-type: none"><li>● Important</li><li>● Longer Time</li></ul>	<b>Little b's</b> <ul style="list-style-type: none"><li>● Important</li><li>● Lesser Time</li></ul>



# Prioritizing Tasks

- Prioritize Tasks by
  - Importance
  - Time
- Sort Tasks by Priority

Big A's	Little a's
Big B's	Little b's



# Prioritizing Tasks

- Are there Big C's and Little c's?



# Prioritizing Tasks

- Yes and No
- A Big C or Little c  
can be:
  - Filed
  - Forgotten



# Prioritizing Tasks

- Identify the Tasks and Components of:

- Baking a Cake
- Cutting the Lawn



- Write Down the Tasks and Components
- Determine Timeframes
- Share Tasks and Components with the Group



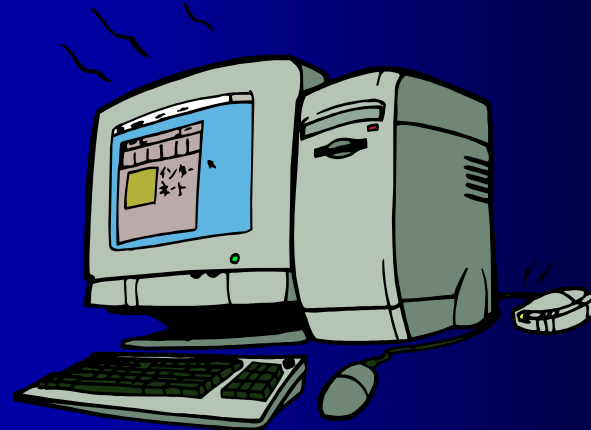
# Using a Tracking System

- Use a System to Keep Track of Priority Tasks

- Paper



- Electronic





# But.....

- Avoid the “Sticky Note” Planning System



# Understanding Urgency

Urgency:

- Can Make Low-Priority Tasks Become Important or Highly Important
- Is, Sometimes, Unavoidable
- Causes Stress
- Is Always a By-Product of Poor Time Management



# Understanding Urgency

Reduce Urgency by:

- Establishing Priorities
- Agreeing Upon Performance Objectives
- Keeping Co-Workers Informed
- Remaining Flexible



# Addressing Excuses

## Some Popular Excuses

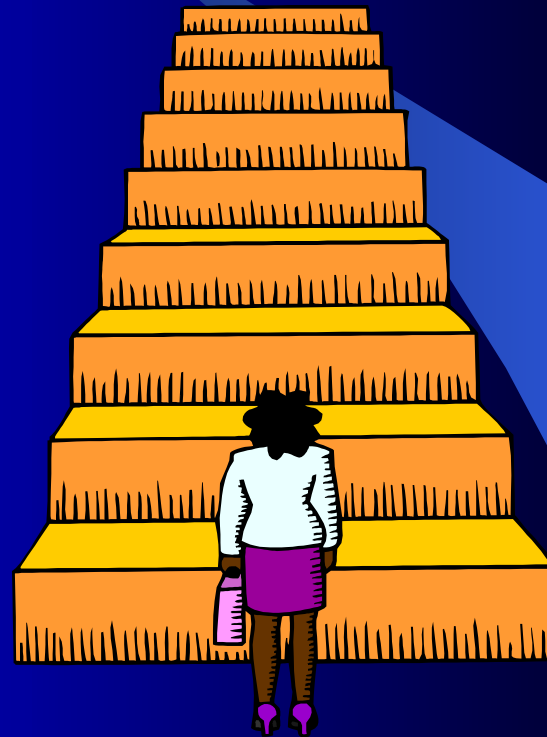
- Wait Until Tomorrow
- Need More Information
- Must Clean My Desk
- Should Talk to Boss
- Not in the Mood
- End of the Day
- It's Too Hard
- Don't Know How



# Addressing Excuses

How to Address:

- Ask Yourself “Why”
- Answer the “Why”
- Get Rid of the “Why”
- Commit to Another Course of Action
- Do It



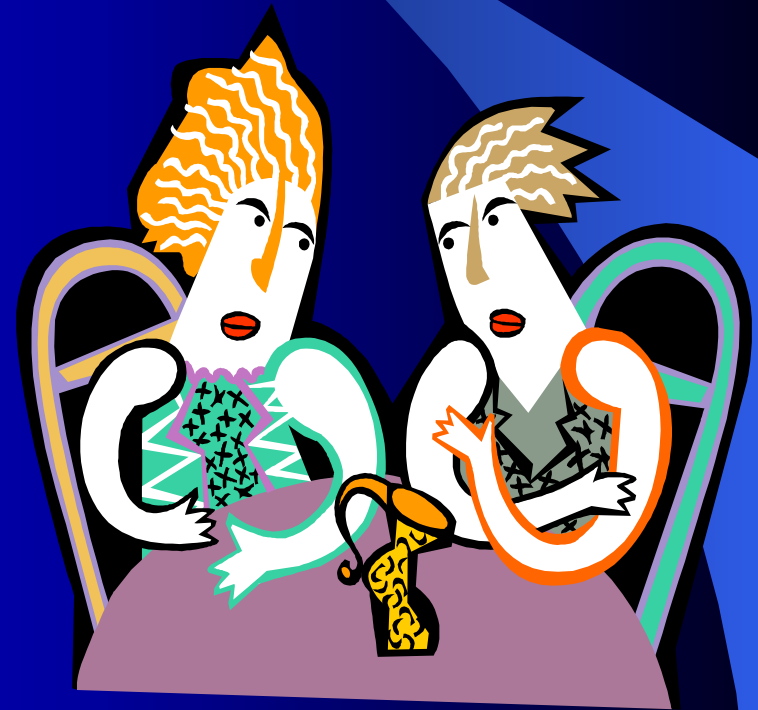
# Achieving Success

- Allow Yourself Time to Think and Plan
- Set Personal Goals
  - For Your Job
  - For You
- Ask Yourself Where You Want to Be
  - In 5 Years, 10 Years
- Determine What Satisfies You on the Job
- Reward Yourself for a Job Well Done



# Achieving Success

- What Has to Get Done, Will Get Done
- Make Time for What Has to Get Done (But You “Don’t Have Time” to Do)
  - Allow for Interruptions
  - Talk to Boss
  - Talk to Co-Workers
  - Find the “Best” Place
  - Find the “Best” Time
  - Be Self Disciplined



# Achieving Success

- At the End of the Day,  
Leave Your Job at Work
- Separate Yourself  
from Your Job





# Effective Time Management Summary

- Understanding Job Priorities
- Using Two-Way Communication
- Prioritizing Tasks
- Using a Tracking System
- Understanding Urgency
- Addressing Excuses
- Achieving Success

